

ODP 1344-77  
6 July 1977

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Application of DDA Policy on Nepotism

REFERENCE : Your memo to D/ODP dtd 27 June 77, same  
subject (DDA 77-3719)

1. ODP has hired no relative of current full time staff employees since DDA Administrative Notice No. 76-9 was published in August 1976. We currently employ two brothers and five married couples. All couples were married subsequent to their employment with CIA. We do not intend to hire any relative of a current ODP employee.

2. In principal, ODP applies the policy for current employees at Division level. In no case is any employee in a position to directly supervise or evaluate a relative, either directly by virtue of the chain of command, or through membership on career panels and boards.

3. ODP believes firmly that under no circumstances should a relative have any influence on the hiring, assignment, supervision, or evaluation of any Agency employee, no matter where assigned. However, merely assigning relatives to different components does not ensure this. ODP's experience is that the problem of undue influence can be as great, if not greater, across the Agency, as within an office or division, where peer pressures constrain obvious favoritism. Every supervisor and manager in the Agency must be alert to and have the courage to report such incidences. But having said all that and given the realities of life, I believe the current DDA policy is correct, i.e., that relatives will not be employed in the same office or same Sub-Group.

4. Most of ODP's related employees are mature, reasonably close in grade, and distinct as to specialties. None occupy supervisory positions. Hence, it is unlikely that a situation would arise where we would be faced with placing them in a position to influence each other's career. Were they to inadvertently arrive in such a position, we believe they would

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report it and disqualify themselves. Under these circumstances, ODP does not think an ironclad rule proscribing continued employment of relatives within the same component is necessary. However, we would abide by any such policy.



Clifford D. May, Jr.

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ADMINISTRATIVE - INTERNAL USE ONLY

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ODP # 1294-72

DDA 77-3719

27 June 1977

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

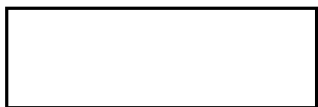
FROM: Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT: Application of DDA Policy on Nepotism

1. Would you please let me have by COB 6 July a short note on the way you apply the policy on nepotism within each of your Offices. What I am particularly interested in is at what level within your own component <sup>①</sup>do you apply the policy, i.e., Office, Division, Branch? <sup>②</sup>At what level do you think it should apply? <sup>③</sup>Should it be divided into sub-groups? For example, should we accept the employment of individuals providing that their career management did not fall under the same career sub-panel categories?

2. I would appreciate your views.

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Michael J. Malanick

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ADMINISTRATIVE - INTERNAL USE ONLY

ODP # 1633/76

PERSONNEL  
16 August 1976

DDA ADMINISTRATIVE  
NOTICE NO. 76-9

## EMPLOYMENT OF RELATIVES

### DEFINITION

The definition of a relative will be as listed in Title 5, U.S.C. 3110 which specifies the following be included: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

### POLICY

1. It shall be the policy of the Directorate of Administration that relatives will not be employed in the same Office or same Sub-Group. For the purpose of this Notice Contract employees will be considered as Staff employees. In cases where two or more relatives already are employed in the same Office, no immediate change is expected, however, if possible, personnel reassignments should be considered to remedy the situation. Under no circumstances will a person supervise directly or evaluate a relative through membership on panels or boards.

2. It is anticipated that exceptions to this policy will be extremely rare. Requests for exception will be forwarded to the Deputy Director for Administration for final determination.

3. Employees of the Directorate of Administration serving overseas [ ] in positions under the responsibility of other Directorates will be governed by policies established by those Directorates.

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In such situations is delegated to the Director of Communications or the Director of Security as appropriate. However, under no circumstances will there be a direct supervisory or evaluative relationship between relatives. STATINTL

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John F. Blake  
Deputy Director  
for  
Administration

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